

# **BROOKINGS COUNTY COMMISSION MEETING**

Tuesday, May 5, 2015

The Brookings County Board of County Commissioners met in regular session on Tuesday, May 5, 2015 with the following members present: Tom Yseth, Ryan Krogman, Larry Jensen, Stephne Miller, and Lee Ann Pierce.

## **CALL TO ORDER**

Chairperson Yseth called the meeting to order.

## **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

## **APPROVAL OF AGENDA**

The agenda for the May 5, 2015 Commission Meeting was approved as amended without objection. Be it noted, the First Reading of Ordinance #2015-03: an ordinance licensing and regulating peddlers, merchants, solicitors, professionals, businesses and trades operating outside the boundaries of incorporated municipalities in Brookings County and within the incorporated municipalities of Sinai, Bruce, Bushnell and Elkton was removed from the agenda.

## **CONSENT AGENDA**

The consent agenda was approved as amended without objection from the board. The consent agenda consisted of the minutes from the April 21, 2015 Commission Meeting and County Board of Equalization.

Be it noted, Commission Department Director Stacy Steffensen said the travel request for Highway Superintendent Richard Birk and Highway Fabrication & Mechanic Dan Hougland will be at no cost.

Be it noted, a correction was made to the April 21, 2015 commission minutes to correct the language: *Pierce asked Stanwick if they should address the airflow in the basement of the detention center. She said it has a certain smell to it and a damp feeling. Stanwick said he will see what he can do about the issue.*

Travel & Education Requests: Jeremy Kriese to attend a Criminal Interdiction on May 4<sup>th</sup>-6<sup>th</sup> in Pierre; Gary Egeberg and Misty Moser to attend a Mosquito Calibration Workshop on April 30<sup>th</sup> in Sioux Falls; Michael Holzhauser to attend the National Association of County Veterans Service Officers annual training on May 30<sup>th</sup>-June 6<sup>th</sup> in Appleton, Wisconsin; Richard Birk and Dan Hougland to attend a Train the Trainer Course on May 18<sup>th</sup>-19<sup>th</sup> in Mitchell; Robert Hill to attend the Tri-State Emergency Management Association Meeting and the SDOEM Region I on May 20<sup>th</sup> in Sioux Falls.

Personnel Action Notices: routine step increase- Jeremy Kriese to \$22.05, effective May 01, 2015; routine step increase- Manuel Langstraat to \$21.20, effective May 01, 2015; voluntary resignation- Amanda Falk, effective April 15, 2015; status change- Richard Haugen to full-time County Development Deputy Director at \$22.34, effective May 4, 2015; status change- Sally Tolley to full-time Community Health Administrative Assistant at \$15.87, effective May 18, 2015.

Cellular Authorizations: Aaron Scheer- Basic usage at \$30/month; Richard Haugen- High usage at \$45/month.

Human Services Report: case #15-027 for rent was approved; case #15-031 for rent was approved; case #15-034 for Brookings Utilities was denied; case #15-035 for rent was approved; case #15-035 for Brookings Utilities was approved; case #15-036 for Surgery-Preauthorization was denied; case #15-037 for rent was approved; case #15-038 for rent was approved; case #15-039 for Brookings Utilities was approved; case #14-041A for the Brookings Hospital was denied; case #14-041B for Avera McKennan was denied; case #15-018A for Lewis Drug was approved; case #15-040 for Brookings Utilities was approved; case #15-041 for County Burial was approved; case #15-043 for Staurolite Inn was approved.

## **ROUTINE BUSINESS**

### *Approval of Claims*

Motion by Miller, seconded by Krogman to approve the following claims. Motion carried.

A&B Business Inc, Maintenance Contract, \$165.66; Action Process Serving, Service of Summons, \$35.20; Action Process Serving, Service of Subpoena, \$30.00; American Stamp & Marking, 3 Message Daters, \$108.68; Aragon, Martha A, Inmate Translation, \$75.00; AT&T Mobility, AT&T Mobility, \$28.45; ATCO International, Quickies, \$159.00; Avera McKennan Hospital, EAP, \$3,693.60; Avera Queen Of Peace, Drug Tests, \$56.90; Bauer, Tim, April Board Meeting Mileage, \$8.14; Bob Barker Company, Mirrors, \$191.90; Bozied Oil Co Inc, Car Washes, \$167.00; Brookings City Utilities, COP Utilities, \$76.84; Brookings County Finance, Advance Tax, \$465.62; Brookings Health System, March Blood Testing, \$5,110.00; Brookings Health System, ER Sexual Assault Investigation, \$459.00; Brookings Register, Comm Minutes/Jnt Powers/Legals, \$1,030.34; Brown And Saenger, Flags, \$160.64; Cedar Shore Resort, Room For Short Course, \$184.00; Central Business Supply, Filebox, \$19.89; Central Business Supply, Pens and Desk Pad, \$68.00; Century Business Products, Printer Toner, \$118.04; Century Link, Long Distance Telephone, \$114.96; Chemco Inc, Soap Dispenser & Refills, \$50.96; City of Brookings, Joint Building Expenses, \$6,637.20; Compass Counseling & Assessment, Psychosexual Assessment, \$1,500.00; Danko Emergency Equipment, Wildland Boots and Helmets, \$740.99; Davenport Group, Inc, Optiplex 3020 Computer, \$540.00; Den-Wil Inc, Reimbursement of Bldg Services, \$124.05; Den-Wil Inc, Community Health Rent, \$835.00; Eberts Properties LLC, COP Rent, \$350.00; Executive Mgmt Finance Office, March 15 Technology Access Fee, \$29.00; Foerster Office & Supply, Towels, Tissue, Liners, \$383.35; Forrest Holdings Inc, Tax Certificate, \$5,151.42; Forrest Holdings Inc, Tax Certificate, \$920.92; Gass Law, PC, CAA, \$333.93; Gass Law, PC, CAA, \$938.93; Jennifer Goldammer, CAA, \$516.59; Jennifer Goldammer, CAA, \$648.19; Jennifer Goldammer, CAA \$645.00; Jennifer Goldammer, CAA, \$699.54; Jennifer Goldammer, CAA, \$1,592.60; Jennifer Goldammer, CAA, \$413.00; Jennifer Goldammer, CAA, \$1,207.52; Jennifer Goldammer, CAA, \$366.73; Patricia J Hartsel, Transcripts, \$105.40; Patricia J Hartsel, Transcripts, \$102.00; Konard O Hauffe DDS PC, PMD \$134.70; Hill, Robert, Replace Ck#107568 Cell Phone, \$105.00; Hillyard/Sioux Falls, Cleaning Supplies, \$417.18; Tim Hogan, CAA, \$218.56; Tim Hogan, CAA, \$782.97; Tim Hogan, CAA, \$453.25; Tim Hogan, CAA, \$837.25; Tim Hogan, CAA, \$299.82; Hostler, Shawn, Replace Ch#111614 Per Diem, \$130.00; Hy-Vee Food Store, Jury Meals, \$22.40; Hy-Vee Food Store, Inmate Rx & Generic Drugs, \$554.99; Hy-Vee Food Store, Inmate Meals, \$14,185.03; Hy-Vee Food Store, Meeting/Training Refreshments, \$90.91; Hy-Vee Food Store, Meeting Supplies, \$39.11; Jerome B Johnson, Transcripts, \$102.60; Keltek, Pickup Changeover, \$20.51; Benjamin L. Kleinjan, CAA, \$1,467.83; Benjamin L. Kleinjan, CAA, \$331.50; Everist, L.G. Inc, Pea Rock, \$9,560.12; Lincoln County Auditor, MI Expenses, \$45.00; M&H Communications, 2 Pagers, \$1,215.25; Mary's Property Management, COP Rent, \$650.00; MCI, Long Distance Mar/Apr 15, \$35.32; Mckeever's Vending, Inmate

Commissary, \$633.38; Minnehaha County JDC, JDC Costs, \$1,485.00; Office Peeps Inc, Paper, Batteries, Tape, \$270.68; Olson, Steve, Mileage Board Meeting, \$14.80; Outdoor Adventure Center, March Archery Range Usage, \$1,473.50; Outlaw Graphics, Pickup Changeover, \$300.00; RFD, Legals, \$46.11; RFD, Legals, \$2,293.82; RFD, Legals, \$1,147.50; Rick Ribstein, CAA, \$941.76; Rick Ribstein, CAA, \$1,081.96; Rick Ribstein, CAA, \$1,301.76; Rick Ribstein, CAA, \$700.59; Jesse Ronning, CAA, \$306.00; SD Dept of Transportation, Prelim Engineering, \$204.27; SD Safety Council, Workplace Violence Forum, \$45.00; SDACC, Welfare Officials Registration, \$50.00; Thomson Reuters - West, Law Library, \$551.50; Thomson Reuters - West, Law Library, \$785.38; Umberger, Charles, Replace Reimbursement Checks, \$120.00; Steven Ust, Inspections, \$500.00; Vantek Communications Inc, North Repeater May Fee, \$100.00; Walburg, Duane, Animal Control Mileage, \$50.00; Walmart Community, Office/Programming Supplies, \$105.27; White City, White Shop Utilities, \$49.65; Terry D Wiczorek PC, CAA, \$162.00; Terry D Wiczorek PC, CAA, \$626.72; Xerox Corporation, Meter Usage, \$15.14; Yankton County Treasurer, MI Hearings, \$341.25.

### *Department Head Reports*

Director of Equalization Joyce Dragseth said they continue to review Brookings city and it is going very well. She said she and Deputy Director of Equalization Chris Lilla have been working on the abstract, which consists of all the county valuation numbers. She said they are almost finished. She noted that a copy will be given to Finance Officer Vicki Buseth to help project with the budget.

Veterans & Human Services Director Michael Holzhauser said it has been fairly quiet in the office. He updated the board on the number of phone calls the office has made and received, and the number of in-person meetings. He said many of the in-person meetings were people paying for recoveries. He said people who pay for recoveries are people who need assistance from the county for rent, utilities, and even medical. He said those people will have a lien placed against them. Holzhauser said his office will then collect that money. Holzhauser said his office also collects court-appointed attorney's fees, but only if the individual is found not guilty.

Pierce asked Holzhauser if he had a chance to look at the Tyler demonstration; a new software program the county is looking into purchasing. Holzhauser said he has not had a chance to look at it yet.

Finance Officer Vicki Buseth said her office has been very busy. She said the office collected over 17 million dollars for the first half of property taxes. She said they will be sending out delinquent notices later in the week. Buseth also said they have been working on budgets. Buseth reminded commissioners she, Deputy Finance Officer Kristen Witchey, and Register of Deeds Bev Chapman will be attending the SDACO Spring Workshop May 12<sup>th</sup>-15<sup>th</sup> in Pierre. Buseth said there is an election workshop as well, so she and Witchey will be attending that.

Yseth said he has received a lot of positive comments on the voting machines. He said the city and school board people were very impressed. Buseth said that is great to hear.

Sheriff Marty Stanwick said the last couple of weeks have been busy. He said he would like to award his two deputies, who were both on the scene first when the fire north of town occurred. He said the two deputies saved the woman's life.

Stanwick said nice weather brings speeding complaints and traffic accidents. He said they have 32 inmates in jail and 60 individuals participating on the 24/7 program.

Pierce asked Stanwick if he would extend the board's acknowledgement and respect for the two deputies with their quick actions and courage while saving the woman's life. Stanwick said he would do that. Miller asked what kind of training the deputies have when dealing with a situation like that. Stanwick said they have

first responder training. Stanwick said the police department usually waits until the fire department arrives because they have the proper equipment. Stanwick said because there was a human life inside, the two deputies knew they had to get her out. Stanwick said he has thought about providing his deputies with portable masks to prevent smoke inhalation. Stanwick said the two deputies had to break out windows to locate the woman. Miller said the two deputies are our heroes. Pierce asked if the phone call to dispatch was to his office. Stanwick said the 911 call was to the police department. Pierce said an award should also be given to the dispatcher who told the woman to get to a window.

Yseth asked Stanwick if he was aware that some states are questioning the 24/7 program. Stanwick said it was being questioned because they were charging the participant before being sentenced. Stanwick said Brookings County should be okay.

Highway Superintendent Richard Birk said they are getting into their busy season. He said the overlay work has started on Highway 25. Birk said the crack-sealing is finished and pea rock is being hauled for chip sealing this summer. He said they are finishing culvert installation on north Highway 77. The box culverts on County Road 5 & 7 are scheduled for July. Birk also reported on NACE Conference.

Krogman asked if there would be a detour or if at least one lane would be left open for the 34<sup>th</sup> Avenue project. According to the plans, Birk said they will have to shut it down. He said there will either be a detour or an alternate route, but not until the late stages of the project. Yseth asked Birk to follow up with Bowes Construction on what they will decide to do. Jensen asked which direction they were going to start first. Birk said they will start on the north side up to the railroad tracks.

## **REGULAR BUSINESS**

Motion by Pierce, seconded by Krogman to approve a Letter of Intent with Minnehaha County-JDC. Motion carried.

Motion by Krogman, seconded by Miller to approve a Letter of Support for the awarding of a United States Department of Transportation TIGER VII Grant to the South Dakota Freight Capacity Expansion Project. Motion carried.

Motion by Miller, seconded by Jensen to remove from the table, action to approve a Pictometry fly-over that was tabled on April 21<sup>st</sup>. Miller said the board is unsure who the partners will be. She said the city will be one of the partners and in her opinion, there is a need for the updated data. Jensen said it is well used in Director of Equalization Joyce Dragseth's office. Dragseth said they use it on a daily basis. Original motion from April 21<sup>st</sup> carried.

## **SCHEDULED AGENDA ITEM**

As scheduled at 9:00 a.m., Foundation Development Officer Barb Anderson and CEO Jason Merkley gave a presentation on the Hospital Expansion and Renovation. Anderson and Merkley provided history of the hospital and their vision of the new and improved facility. Merkley said the facility will be more up-to-date and inviting. Anderson said an updated facility is needed because the community is growing, healthcare has changed, and patient expectations have changed. Anderson and Merkley asked the board for a contribution of one million dollars over the course of 3-5 years.

Krogman thanked Anderson and Merkley for their presentation and said it was well thought out. Krogman said an updated facility is needed. He said, as a real estate broker, it is nice to show people our roads, trees, school, and hospital. He said this kind of investment is important for our county. He said he likes the idea. Krogman said he likes that we are building better care and not just a better facility. Pierce said she has

previously served on the hospital board for eight years and believes the county should contribute in this project. Jensen said he had time to speak with Anderson before and thought this presentation was put together very well. Miller said the county would have to find the money. Yseth said as the board moves forward in the strategic plan and budgeting process, they will look at the different avenues and get what they can. Yseth asked Anderson and Merkley if they had a timeline for the contribution. Anderson said ground breaking will be late July, so they would like to reach 80-90% of their goal by June or July.

## **REGULAR BUSINESS**

Motion by Pierce, seconded by Miller to approve and authorize Chairperson Yseth to sign Abatement #2015-006: a request made by Advance for parcel #40655-00000-002-00 in the amount of \$316.66. Motion carried.

Motion by Krogman, seconded by Miller to approve and authorize Chairperson Yseth to sign Abatement #2015-007: a request made by Finance Officer Vicki Buseth for Vanderbilt Mortgage & Finance, parcel #22995-00004-409-00 in the amount of \$645.82. Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Yseth to sign Resolution #15-30: a resolution authorizing the purchase of bridge construction labor based upon the price established through the county of Spink, South Dakota, bid process. Motion carried.

### **RESOLUTION NO. 15-30**

#### **A RESOLUTION AUTHORIZING THE PURCHASE**

#### **BRIDGE CONSTRUCTION LABOR BASED UPON THE PRICE ESTABLISHED**

#### **THROUGH THE COUNTY OF SPINK, SOUTH DAKOTA, BID PROCESS**

WHEREAS, the Brookings County Highway Department will need one BRIDGE CONTRACTOR; and

WHEREAS, the COUNTY OF SPINK, has recently gone through a competitive bidding process for bridge contractor, such bidding process culminating in the bids being opened on March 10, 2015;

WHEREAS, HOLLOWAY BRIDGE AND CULVERT, INC, was the lowest responsible bidder under such COUNTY OF SPINK, SOUTH DAKOTA, bid process and HOLLOWAY BRIDGE AND CULVERT, INC is willing to provide services to BROOKINGS COUNTY under the same terms and options as available to the COUNTY OF SPINK, a copy of such bid specifications and bid having been filed at the Brookings County Finance Office; and

WHEREAS, pursuant to SDCL 5-18A-22, BROOKINGS COUNTY is authorized to purchase supplies or services from any active contract that has been awarded by any governmental entity by competitive sealed

bids or competitive sealed proposals or from any contract that was competitively solicited and awarded within the previous twelve months;

NOW THEREFORE BE IT RESOLVED that the Brookings County Highway Department is hereby authorized and directed to contract for day labor with HOLLAWAY BRIDGE AND CULVERT, INC. based upon the bid price, or less, as established through the competitive bidding process of the COUNTY OF SPINK, SOUTH DAKOTA, with the unit and specifications as follows:

Adopted this 5<sup>th</sup> day of May, 2015.

Tom Yseth

Chairperson, Brookings County

Board of County Commissioners

ATTEST

Vicki Buseth

Brookings County Finance Officer

The board held the First Reading of Ordinance #2015-01: an ordinance establishing the requirements, fees, and regulations for the issuance of alcoholic beverage licenses within Brookings County. The Second Reading and action will be held on May 19<sup>th</sup>, 2015.

The board held the First Reading of Ordinance #2015-02: an ordinance establishing a 45 mile per hour speed limit upon a portion of County Road 23. The Second Reading and action will be held on May 19<sup>th</sup>, 2015.

Miller said her impression for the speed limit placement would read half a mile out of town and not three-quarters out of town. Highway Superintendent Richard Birk said they had to match how the other side of town read and that sign is  $\frac{3}{4}$  of a mile from town. Krogman asked why they have to match. Birk said because of continuity; it only makes sense to mirror how the other side of town reads. Pierce said drivers will get confused. Pierce said it should read the same both ways.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Yseth to sign a Request to Fill Vacancy- Part-time Administrative Assistant in WIC Office. Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Chairperson Yseth to sign a Request to Fill Vacancy- Truck Driver, split position between Highway & Weed. Motion carried

Motion by Miller, seconded by Pierce to approve and authorize Chairperson Yseth to sign a Request to Fill Vacancy- Office Manager, County Development. Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director Report. Steffensen said the board received a letter from a concerned, anonymous citizen regarding the new township signage. Steffensen said the agenda has been made for the Sioux Valley Commissioners Association Meeting and wanted to know who would all be attending. Steffensen reported on a Certified Languages International Call Line if an interpreter were needed in any of the departments. She said there are no set up costs or monthly fees. Steffensen said it is a \$1.45 per minute.

Miller asked how necessary it was to have an interpreter for all departments. Steffensen said she discussed this with all department heads and they don't need it very often, but there are rare occasions where people come in and there is a language barrier. Pierce said as we continue with the economic development in Brookings, we should have a resource available for the employees. Pierce said she has used a similar program before and it is a good program. Stanwick said this would be beneficial for his department because of the diversity in the population. Krogman said he thinks the county needs to be proactive about this. Yseth said he thinks the procedure needs to be worked on.

Steffensen noted that state reimbursement rates will be changing July 1, 2015. Steffensen also said the air conditioner in the Sheriff's office went out. Steffensen asked if they should fix the old one or purchase a new one. By consensus, the board decided to purchase a new air conditioner from Johnson Controls.

Steffensen talked about upcoming dates for commissioners. Steffensen also asked the board for their suggestions on advertising the 2 county-appointed positions on the 4-H Promotion & Expansion Committee. Steffensen said they did receive an application, however, it was submitted after the deadline. By consensus, the board decided to accept the submitted application and advertise again for the other position. Steffensen said she and Office Coordinator Michelle Delaney have been working on updating the county website.

Deputy States Attorney Abigail Howard said she is still working on the 34<sup>th</sup> Avenue project and 213<sup>th</sup> Street project.

## **COMMISSIONERS' REPORTS & DISCUSSION**

Commissioner Pierce said she watched the Tyler software program demonstration. Pierce also conducted interviews with County Development Officer and HR Specialist Laura Littlecott to fill the Deputy County Development Director position. Pierce attended the Planning & Zoning meeting, the Poultry Crawl, the Volunteers Appreciation Ceremony, the Walk-a-Mile in her Shoes event, and the hospital remodeling meeting.

Commissioner Jensen attended the Poultry Crawl, participated in the Walk-a-Mile, and attended the Outdoor Adventure Center event. Jensen said he is still receiving complaints from residents who are unable to receive their mail. Jensen also commented on the people who are cutting across township roads.

Commissioner Miller toured a possible location for the 4-H facility. Miller also attended the Poultry Crawl. Miller fitted shoes for the Walk-a-Mile and watched the walkers. She commended her fellow commissioners and the county offices for their efforts in raising money for the cause. Miller also spoke with Ty Eshenbaum with the GOED office regarding the engineering fees grant for the Northern Sky Dairy road.

Commissioner Krogman toured potential space for the 4-H facility.

Commissioner Yseth reported on his phone call with Ty Eshenbaum regarding needing a signature for a grant. Yseth said he went ahead and signed for the grant. Yseth also talked with commissioners about what is going on with the Legislature. He said they are having a special summer study session on county government. He asked the commissioners if they had any comments or wanted to propose any statute changes. By consensus,

the board decided to discuss the summer study on county government at the Sioux Valley Commissioners Association Meeting.

Yseth discussed with commissioners and Finance Officer Vicki Buseth on how the county properly receives in-kind contributions.

Chairperson Yseth declared a 5 minute recess.

### **WORK SESSION**

The board discussed the county's work plan, which included the 34<sup>th</sup> Avenue project, 213<sup>th</sup> Street road project, 4-H facility options, 7<sup>th</sup> liquor license, BATA space at Highway Department, south Brookings drainage, IT security, Planning & Zoning ordinance changes, Homestead-35 acre ordinance changes, nuisance complaints/issues, the Sheriff's parking lot progress, and Union negotiations.

### **ADJOURNMENT**

Motion by Jensen, seconded by Krogman to adjourn. Motion carried. The next regularly scheduled meeting is Tuesday, May 19, 2015 at 8:30 a.m.

It is the policy of Brookings County, South Dakota, not to discriminate against the Handicapped in Employment or the Provision of Service. The county of Brookings is responsive to requests for communication aids and the need to provide appropriate access, and will provide alternative formats and accessible locations consistent with the Americans with Disabilities act.

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Jenna Peterson  
Finance Assistant II  
Brookings County

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